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This document is used for the sole purpose of demonstrating one available method of sorting medical records with Bookmarks in Adobe Acrobat.

In this example, the records were requested to be sorted in the most commonly used order. Records are first divided by type, for example; Admission Record, Physician Notes, Nursing Notes, Discharge Summary, etc.

Once categorized by type, records are then, under the main type bookmark, further sorted by encounter/report date to ease chronological review.

While sorting can be adapted to suit the user, this common method seems to be most preferred and capable of offering the most ready method for making records accessible and usable by non-medical personnel.